

Student Life Programming Assistant – Events Job Description

Reporting to the Innis College Communications Officer, in collaboration with the Innis College Office of Student Life, the Student Life Programming Assistant plays a key role in the organization, logistics, events, and sessions that are part of Student Life and Advancement activities at Innis College.

This is a casual part-time job opportunity that is task-specific and expected to take around 10 hours a week, depending on event scheduling and time of year.

Working with the Innis College Communications Officer, the main responsibilities for this position are:

- Assisting in the delivery of Advancement events, in particular those that affect Innis Students (examples include, Award celebrations, Alumni-Mentorship program etc.)
- Promotion to and recruitment of students to Innis College events, especially through Social Media (including, and not limited to, Facebook, Twitter, YouTube, Innis App, etc.)
- Correspondence via email of important reminders and updates as required
- Preparing and distributing documentation; overseeing focus groups or survey collection; and collating data.
- Assist in year-end reporting of activities and events

This position is ideally suited for an upper-year Innis College student who has a comprehensive knowledge of the events and programming offered through the Offices of Student Life and Advancement.

The candidate must be proficient in MS database entry and Excel spreadsheets. This would be best suited for a student who has excellent organizational skills and is interested in student affairs and education with an interest in event planning and promotion.

Candidates should be organized and resourceful and have interest in the above, as well as having sufficient experience in:

- MS Office Suite, including Excel and Access (or other) database programs
- Good command of written English with accurate grammar & spelling
- Ability to interact in large groups, and maintain professionalism in high stress environments especially when representing the College to the broader community
- Attention to detail, especially dates, times & locations
- Ability to build relationships and make connections with the various student & administrative groups
- Must have tact, professionalism and be committed to maintaining confidentiality as required

The Student Life Programming Assistant will be paid a rate of \$18.00/hr for each hour worked. This position may be posted as a Work-Study position requiring a supplementary application.

If at any time the Student Life Programming Assistant has any questions or concerns related to their employment, they should speak to the Innis College Communications Officer or the Assistant Dean, Student Life (ADSL) immediately.